The Department of Psychiatry & Behavioral Sciences is a multi-division department within the UNM School of Medicine. We provide excellent, innovative education to residents, graduate and medical students, and health professionals; the highest quality mental health care to the citizens of New Mexico; and pursue outstanding multidisciplinary research that helps solve important health problems.

The Division of Community Behavioral Health (CBH), within the broader Department of Psychiatry, is seeking a self-motivated individual to join our dynamic multi-disciplinary team. The mission of CBH is to address behavioral health care disparities through: health services research and evaluation; training and workforce development; and through increasing access to quality behavioral health services that are holistic, cost-effective, and provided with respect to unique cultures and communities.

CBH is seeking a detail oriented, self-motivated Graduate Research Assistant (GRA) to serve as part of our program evaluation research team. This position requires an organized individual who demonstrates initiative and possesses excellent time management skills.

Under the supervision of CBH faculty and program leadership, the graduate assistant will be primarily responsible for the following:

- Data collection, entry, data cleaning, management and analysis (e.g., cleaning submitted data, assisting with focus group facilitation, survey creation, and preliminary data analyses)
- Assist with project logistics and reporting (e.g., materials for meetings and events, annual reports)
- Support training for community-based data collectors on quantitative data collection protocols and ongoing engagement with agency staff and partners
- Communication with community partners and stakeholders (e.g., video/phone calls, emails and creating grant-specific documentation)
- Literature reviews and manuscript assistance (e.g., reviewing behavioral health literature, drafting and editing papers and other documents)
- Other job-related duties as assigned

**MINIMUM JOB REQUIREMENTS:**

Graduate level standing or advanced skills required to perform research involved, usually requiring significant (approx. 2 years) practical and research experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of MS Office applications, including Word, Excel, and PowerPoint
- Knowledge of research procedures – qualitative and/or quantitative
- Classes and/or experience relevant to behavioral health program evaluation
- Coursework in Psychology, Public Health, Social Work or behavioral health fields; and/or math and statistical analysis with client-level data sets
- Experience working with, or specific knowledge of, state child welfare systems
- Additional skills or knowledge necessary for grant-funded program evaluation

To apply, please email current CV and cover letter to Lee Ann Ratzlaff, lratzlaff@salud.unm.edu and karysmith@salud.unm.edu